

Post-Award Grant Analyst

Job Code: 8130

Salary Grade: S09

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Responsible for the financial compliance associated with awarded grants and contracts, including award setup, billing, collections, report preparation and award closeout.

- Reviews and approves fiscal expenditures, the application, and analysis of budgetary controls for funding sponsors. Ensures institutional compliance with federal, state, agency and other applicable governing regulations, policies and procedures concerning sponsored and non-sponsored research.
- Calculates and bills agreed upon costs/rates/prices to sponsoring agencies.
- Communicates and coordinates with program departments, fiscal and administrative offices, non-profit organizations, and state and federal agencies.
- Responds to a variety of fiscal and administrative inquiries from inside and outside the University.
- Monitors and prepares budgets and other necessary financial reports.
- Monitors federal, state, and program specific compliance requirements, including, but not limited to, federal OMB Uniform Guidance.
- Establishes controls for all grants, contracts and other research funding mechanisms.
- Reviews funding expenditures and advises investigators and department administration about funding availability and potential issues arising from either deficient or surplus award funding. Explain funding issues to awarding agencies, collaborating institutions, and internal OU departments.
- Ensures that rules for grants management, including those regulating federal sources, voluntary agencies, industrial contracts, philanthropic sources and OU institutional policy are understood, disseminated and complied with.
- Acts as a resource for research investigators in the area of financial award compliance.
- Maintains discretion for confidential information and appropriately handles critical information and sensitive situations.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Bachelor's degree.

Equivalency/Substitution: Will accept 48 months of related experience in lieu of the Bachelor's degree.

Experience:

Required: None.

Certifications or Licenses:

· None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Strong interpersonal and oral and written communication skills
- Ability to effectively interact with designated faculty and administrations, as well as with external contacts
- Accurate in developing and managing budgets, projecting expenditures and managing recommended solutions
- Computer aptitude, including word processing and spreadsheet development
- Knowledge of standard bookkeeping and accounting procedures
- Able to understand a chart of accounts and code entries to proper account
- Customer service
- Detail oriented for accuracy of data and information
- Able to produce reports and complete work within deadlines
- Must be able to read and interpret policy as well as State and Federal regulations

Working Conditions

Physical:

Ability to engage in repetitive motions.

Environmental:

Standard office environment. Interacts with all levels of staff and external contacts and work under pressure.

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